

**PUBLIC EDUCATION**  
**UNIVERSITIES AND COLLEGES**  
**ELIGIBILITY APPLICATION REQUIREMENTS**

INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM

**Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.**

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the **Superintendent of School Districts or Comptroller of Universities and Colleges as the authorizing Official on each of the six (6) pages.**
2. On a separate page; on **official letterhead** provide a Narrative, which includes the following information:
  - Staffing
  - Number of Students
  - Length of term
  - Curriculum/Degrees offered
  - Special events held/sponsored by the school
3. Provide the RNO (Race and National Origin) profile of your service area:
  - National Center for Education Statistics (NCES) Home Page Web site is: [www.nces.ed.gov](http://www.nces.ed.gov)
  - Once on the IES NCES home page
  - Enter City and school district: in Search box and click GO
  - Click on the link Search for Public School District – District Detail for
  - Click on the District Demographics link
4. Sources of Funding:
  - Summary of budget for the current school year.
  - Mill Levy which can be found at this web site:  
<https://admin.ks.gov/offices/chief-financial-officer/municipal-services/county-tax-levy-sheets>
  - Authorized Official for signature at bottom of page:  
Comptroller
5. Letter of Accreditation with valid expiration date:
  - To get the Letter of Accreditation go to the following web site: <https://ope.ed.gov/dapip/#/search>
  - Enter the name of your Institution then click on the Search button
  - On this page click on institution's name
  - On this page click on the Accreditor – Higher Learning Commission
  - Download the Documentation file and print it out.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM.

- E-mail: [fedsurplus@ks.gov](mailto:fedsurplus@ks.gov)
- Fax (785) 296-4060
- Mail: Federal Surplus Property  
2830 SW Kanza Drive  
Topeka, Kansas 66606  
ATTN: ELIGIBILITY